

CITY OF MILPITAS

PRINCIPAL ADMINISTRATIVE ANALYST

EFFECTIVE:

EEOC: Professional

FLSA: Exempt

UNIT: Unclassified

PHYSICAL: 1

DEFINITION

To perform complex and responsible professional administrative work in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of reports and recommendations; to provide employee and/or public information and education regarding assigned programs; to provide staff support to City commissions and committees as assigned; to act as the City's representative to community advisory bodies involved with assigned program areas; to supervise assigned staff; to conduct research and prepare reports on special projects as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced level class of the Administrative Analyst series, and is distinguished from the Senior Administrative Analyst by the increased level of responsibility, complexity of duties and experience required. Special assignments and projects requiring independence in judgement and superior technical and research capabilities are assigned to positions at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Perform a variety of highly responsible and technical administrative and analytical assignments.

Formulate complex program policies, goals and procedures; collect and compile relevant data supporting recommendations.

Develop and administer program budgets.

Conduct surveys and perform research and statistical analyses as required; prepare related reports.

Monitor, analyze and report on the effects of legislation and judicial actions on assigned program areas of responsibility.

Analyze issues and prepare reports for submission to the City Council.

Develop and disseminate employee and/or public information regarding assigned programs.

Develop and maintain a data tracking system to monitor the City's progress in compliance with Federal, State and local laws and regulations relative to assigned programs.

Provide staff support to assigned commissions and committees.

Serve as the City's program representative to various business, community, and special interest groups.

Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.

Coordinate program activities with other City departmental programs, projects, and procedures.

Coordinate the implementation of assigned programs, policies, and projects.

Develop new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics.

Monitor progress and evaluate work measurement data of various City programs pertaining to area of responsibility.

Exercise direction over assigned staff.

Input and retrieve data from a computer system.

Participate in special projects as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Principles of local government organization and administration.

Federal, State, and local laws and regulations applicable to assigned programs.

Statistical concepts and methods.

Principles and practices of supervision.

Principles and practices of training methods and concepts.

Principles and practices of budgeting analysis.

Ability to:

Learn, interpret, and implement applicable Federal, State and local laws and regulations relative to program areas of responsibility.

Communicate clearly, concisely and effectively, both orally and in writing.

Represent the City before government bodies and the press and make presentations to City, neighborhood, and regional boards and commissions.

Collect, compile, and analyze complex information and data.

Negotiate and administer contracts.

Formulate complex policies, goals and procedures.

Supervise, train, and evaluate assigned staff.

Operate a personal computer as assigned.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of a Senior Administrative Analyst with the City of Milpitas.

Education:

Equivalent to a Bachelor's degree from an accredited college of university with major course work in public administration, political science, business administration, urban planning, regional planning, or a closely related field.

A Master's degree in a related field is desired.

License or Certificate

Possession of or ability to obtain and maintain an appropriate valid California Driver's License.

Approved:



June Catalano, Acting City Manager

9-23-99
Date